

Fiscal Year 1961 Report  
for  
Forms Management Branch

Salaries \$53,981

Tangible Benefits \$84,510

1. Completed 1,063 forms analysis projects resulting in development of 145 new forms; improvement of 206 old forms and the critical review of 712 reprint requests. These actions lead to the printing of over 33 million form copies.

2. One hundred and seventy-one forms were made obsolete. As of 30 June 1961 there were 1,746 forms in use in CIA.

3. The following are representative of the forms analysis projects and other Branch assignments which resulted in approximate savings of \$84,510 for the Agency. Many intangible benefits were also realized.

- a. Combined, consolidated and reduced the size of form records (\$2,670).
- b. Eliminated logging of OCR disseminated material in FBID (\$4,580).
- c. Converted warehouse stock of 1k series forms from dual offset masters to single masters, thus preventing wastage and re-procurement of a like amount (\$7,420).
- d. Prescribed use of Columbia Mylar typewriter ribbons in OCR which reduced retyping (\$6,000).
- e. Changed personnel action forms and systems for computers in collaboration with Office of Personnel and Computer Personnel (\$23,080).
- f. Discontinued use of 10,000 envelopes for dissemination of CS Reports (\$200).
- g. Removed faulty Information Report Master Sets from supply system which prevented the retyping of about 11,500 unsuitable masters and unnecessary reproduction of 5,750 of these faulty masters (\$12,000).
- h. Arranged for manufacturer to reimburse the Agency for faulty forms (\$13,950).
- i. Various other projects, such as, requiring use of old stock, combining forms, reducing copies, eliminating pinfeed feature from Batch Mat, and other improvements in forms (\$20,610).